

# How to Block Someone on Hotmail

Today's TipsMake will show you how to block someone's email on Hotmail (now 'Outlook') inbox. You will need to use the Outlook website to change these settings because we cannot do it on the Outlook mobile app.

## Block email addresses

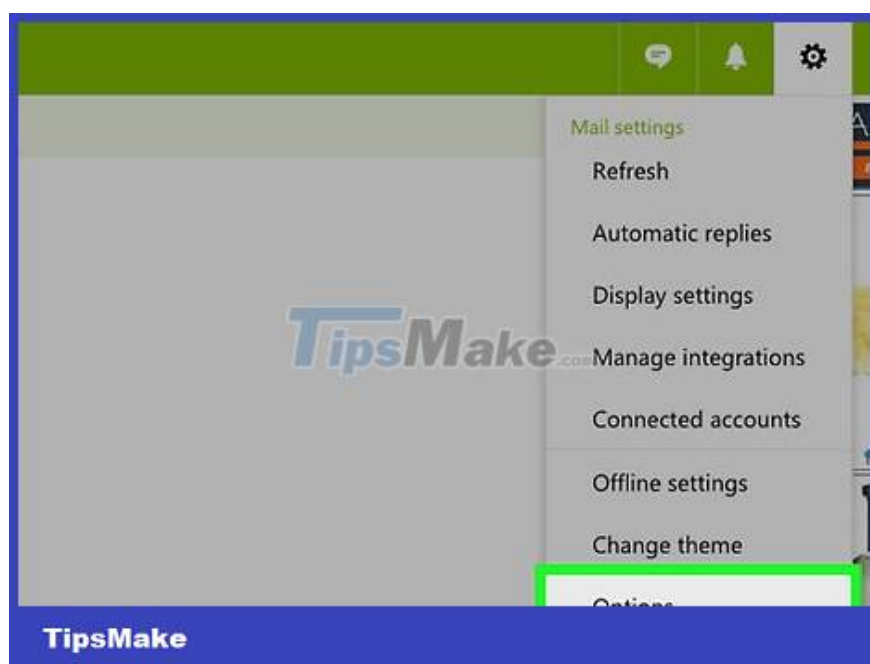


**Open the Outlook website** . The inbox opens if you're signed in to Outlook.

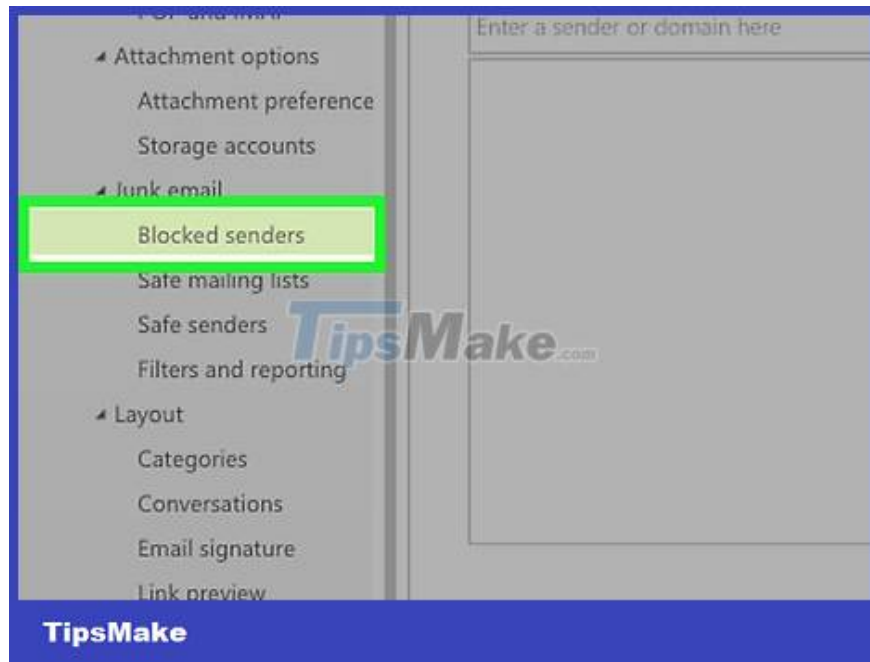
If you're not signed in, click **Sign in** , enter your email address (or phone number) and password, then click **Sign in** .



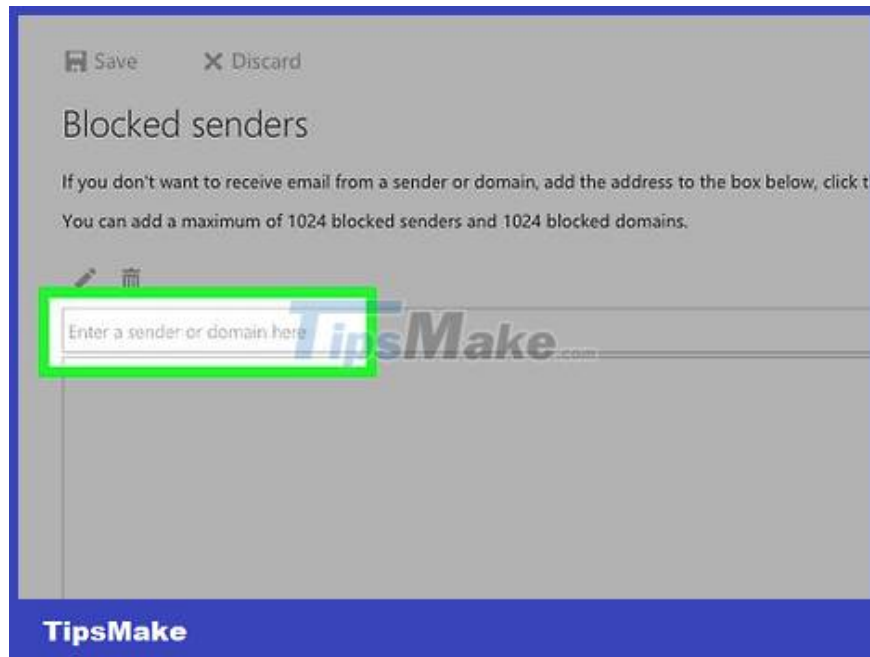
Click the ?? icon in the upper right corner of the Outlook page.



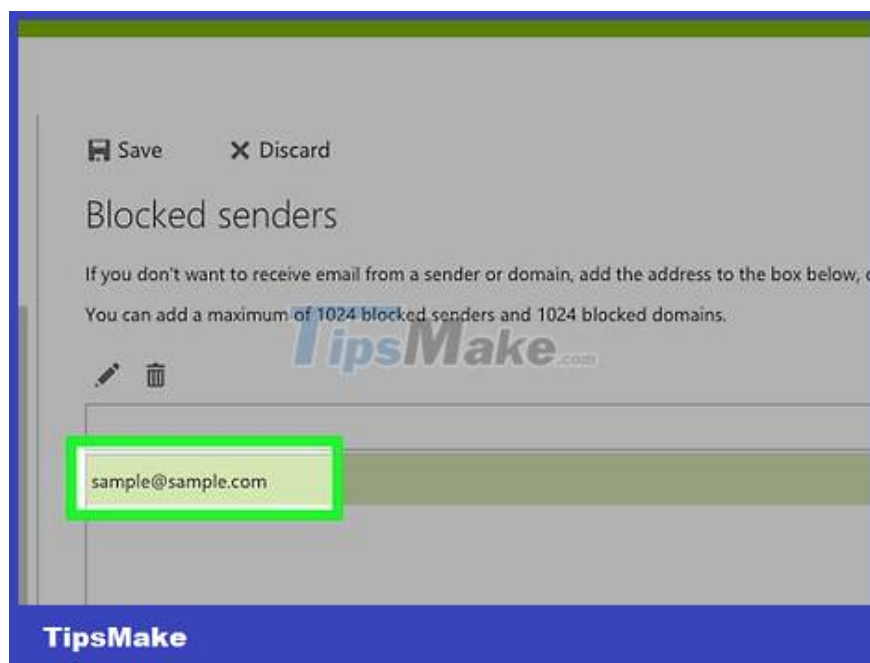
Click **Options** . This item is at the bottom of the drop-down menu below the Settings gear.



Click the **Blocked senders** option. It's under the "Junk email" heading, a subfolder in the "Mail" category in the lower left corner of the page.



Click the "Enter a sender or domain here" data field in the middle of the page. You will enter the email address of the person you want to block here.



**Enter the sender's email address.** You need to enter your full address to subscribe to the block list.



**Press ? Enter.** The email address you just entered will be added to Outlook's block list.

You can also click the + sign to the right of the email address field.



**Click Save . It's at the top of the page, just above the "Blocked senders" heading.** Once the changes are saved, this blocked sender will not be able to contact you in the future.

## Create rules

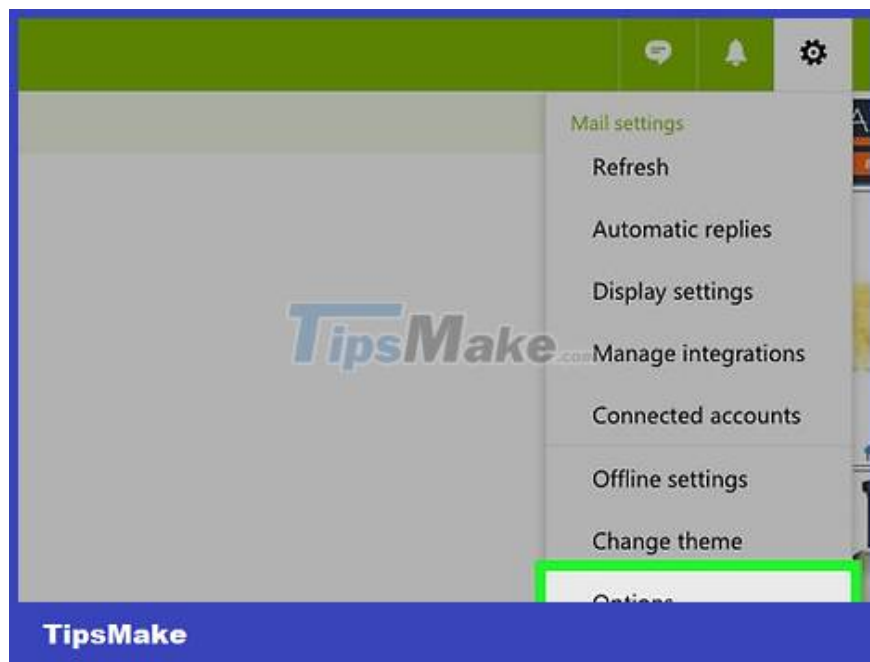


**Open the Outlook website .** The inbox opens if you're signed in to Outlook.

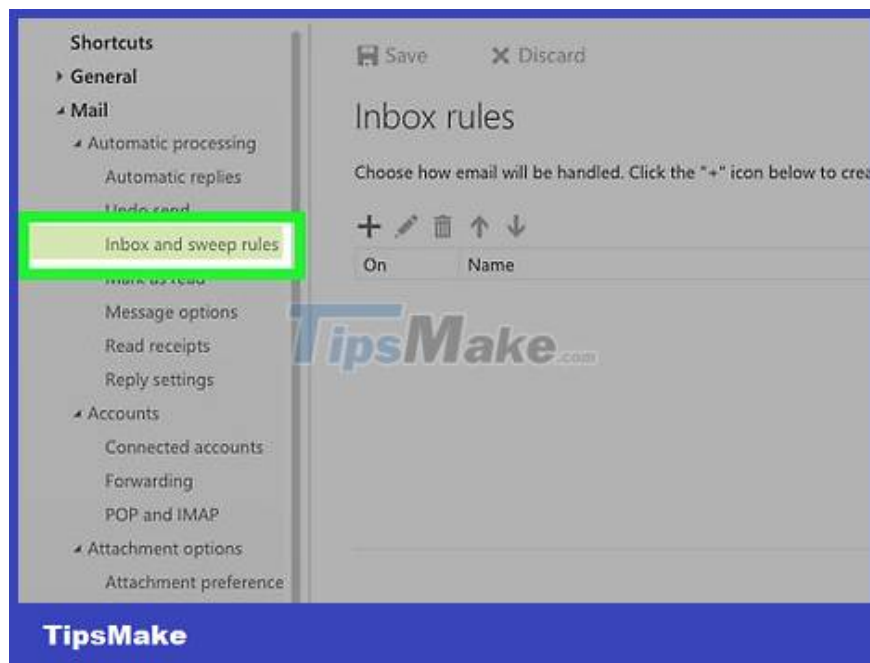
If you're not signed in, click **Sign in** , enter your email address (or phone number) and password, then click **Sign in** .



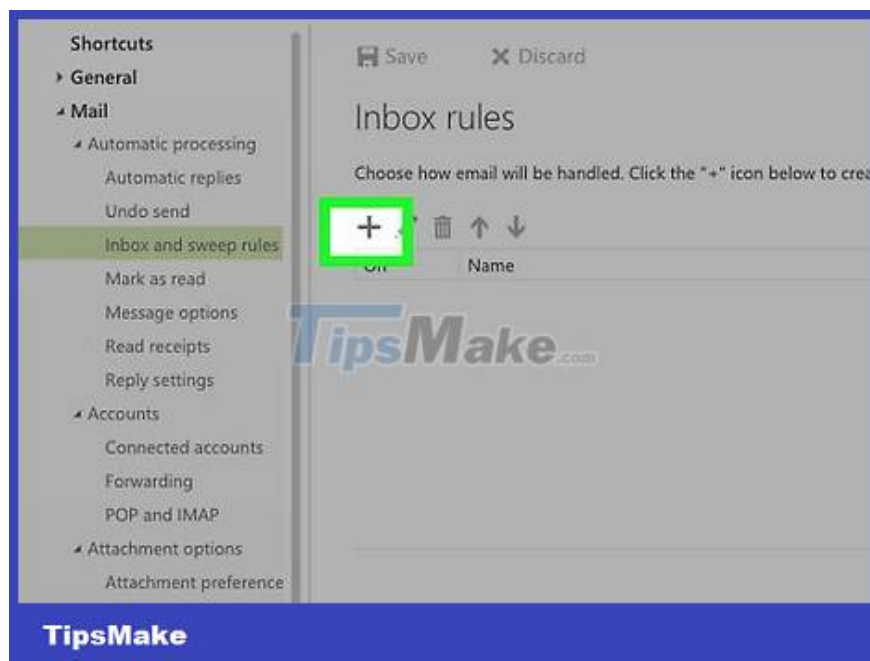
Click the ?? icon in the upper right corner of the Outlook page.



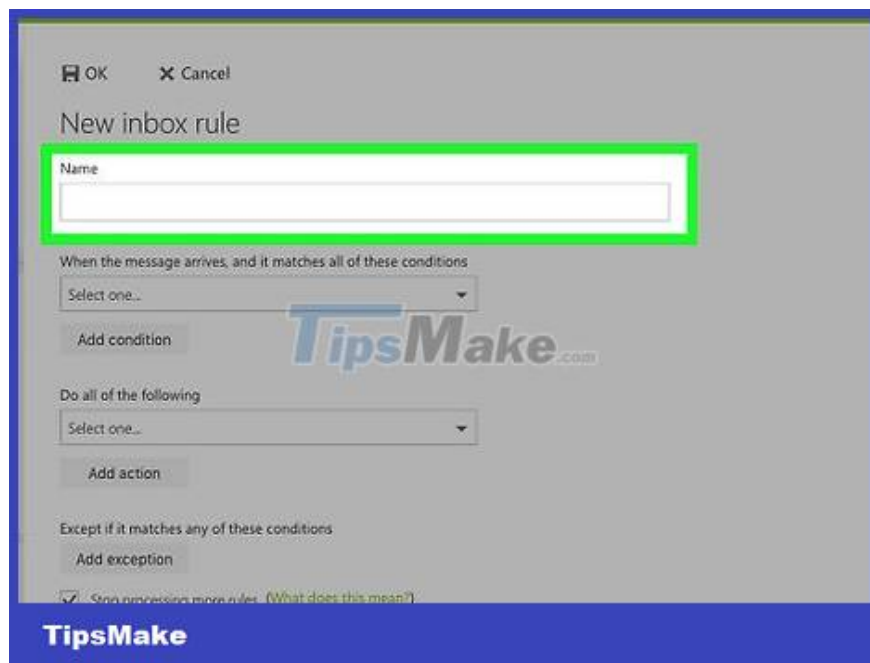
Click **Options** . This item is at the bottom of the drop-down menu below the Settings gear.



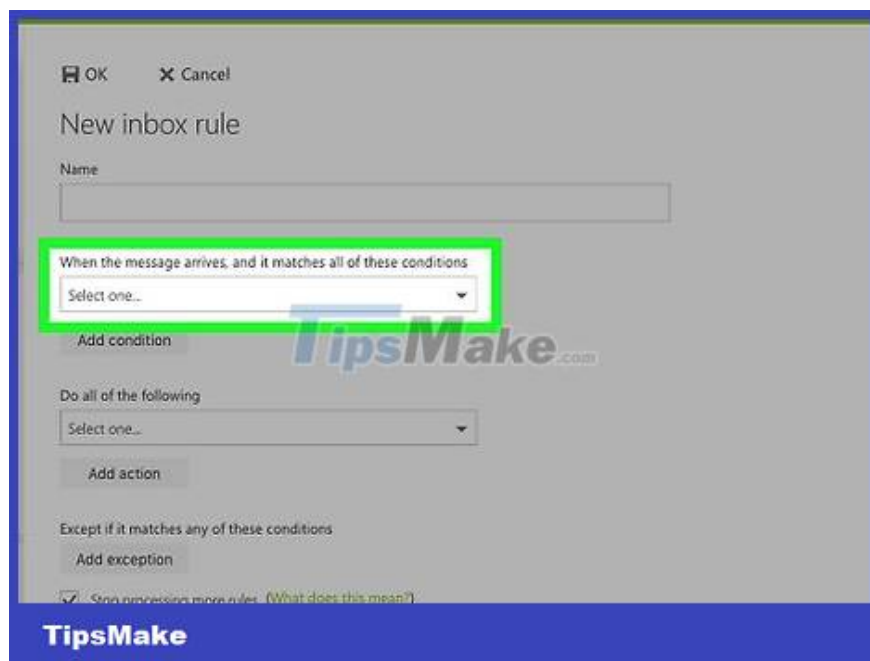
**Click Inbox and sweep rules.** This option is in the upper left of the Outlook window, under the "Automatic processing" heading - a subfolder under the "Mail" tab.



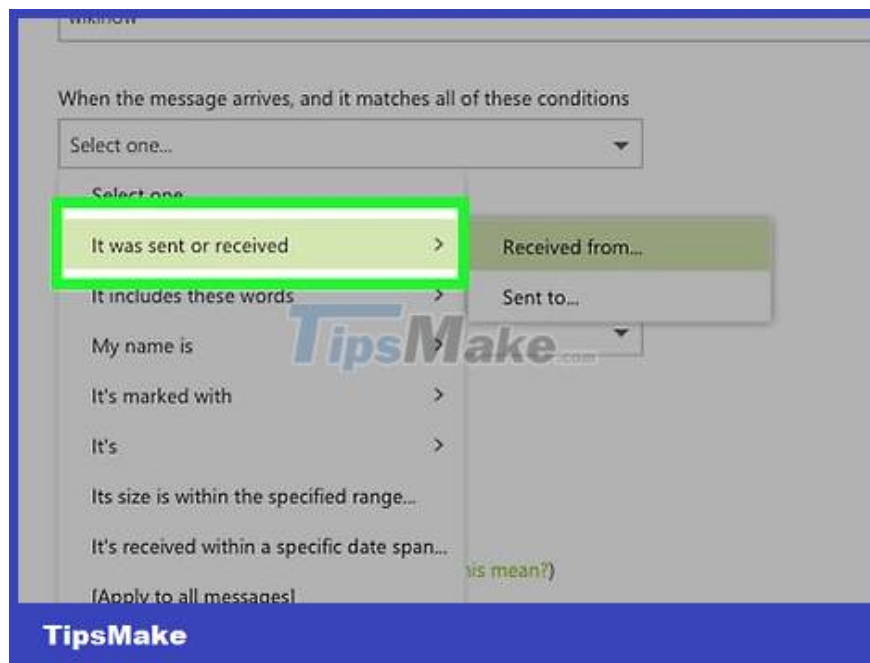
**Click the + sign below the "Inbox rules" heading at the top of the page.** A new rule will be created for you to customize. Rules in Outlook allow you to program automatic responses to incoming emails; In this case, we'll create a rule that automatically deletes emails from certain senders.



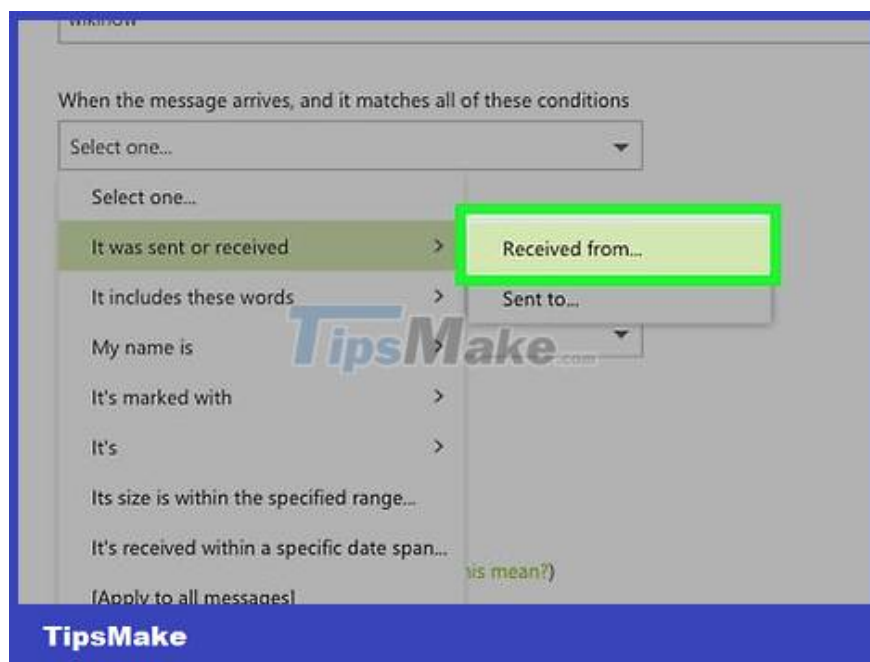
**Enter a name for the rule.** You'll need to enter this information in the text field near the top of the page, below the "Name" heading.



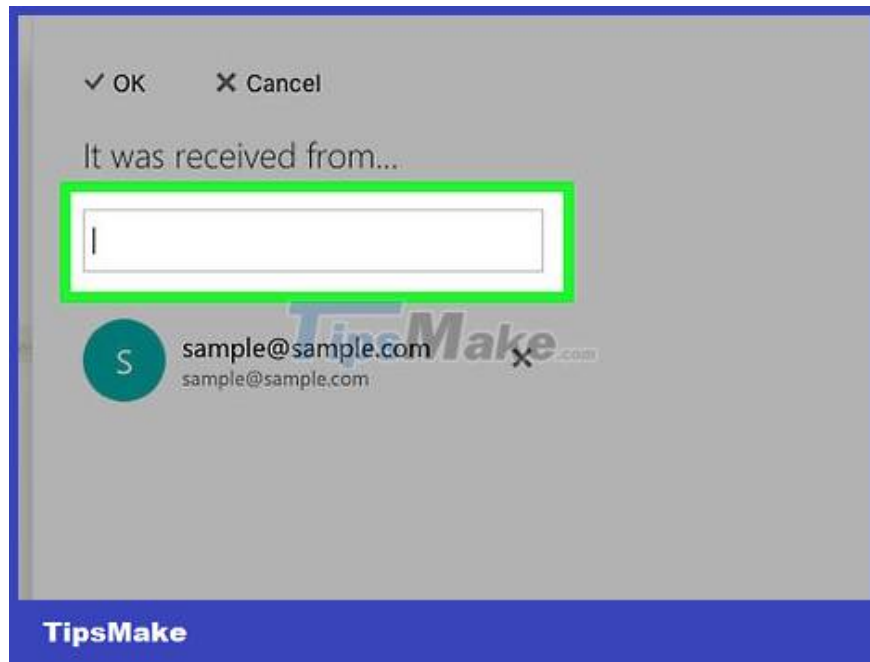
**Click the first "Select one" box.** This box is below the "When the message arrives, and it matches all of these conditions" heading, above is the "Name" field.



**Hover over the line It was sent or received.** This option is near the top of the drop-down menu.



**Click Received from .** This section is at the top of the pop-up menu.



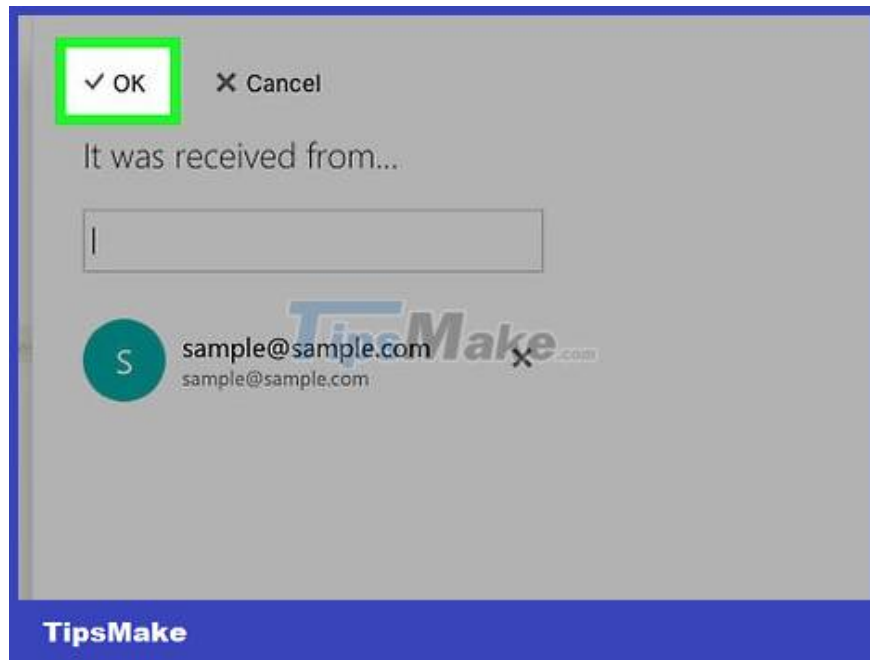
**Enter your email address.** Enter this information in the text field below the "and it was received from" heading at the top of the page.



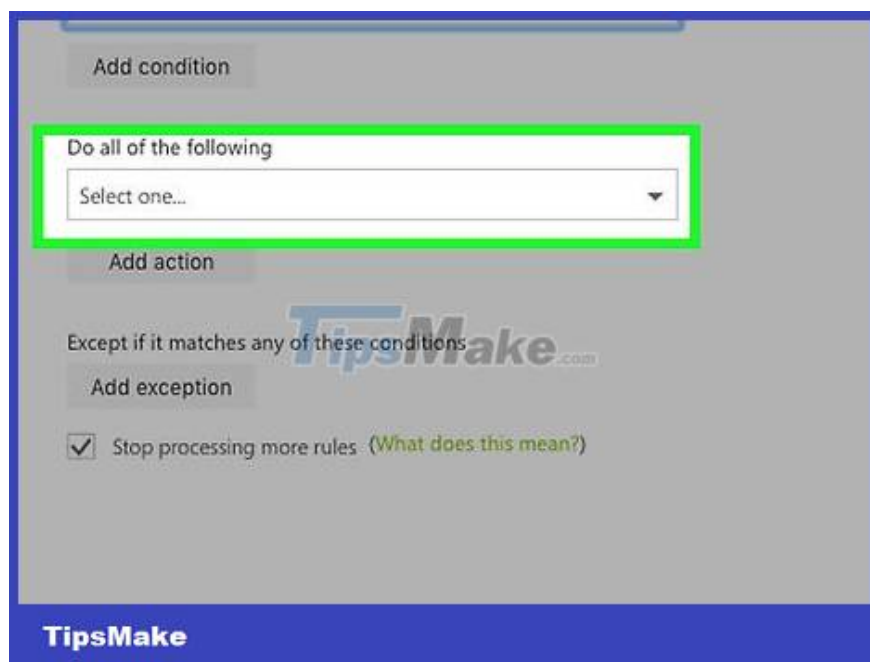
**Press ? Enter.** The last email address will be added to the rule's list.

If this person has contacted you before, their email address will appear in the drop-down menu below the "and it was received from" field.

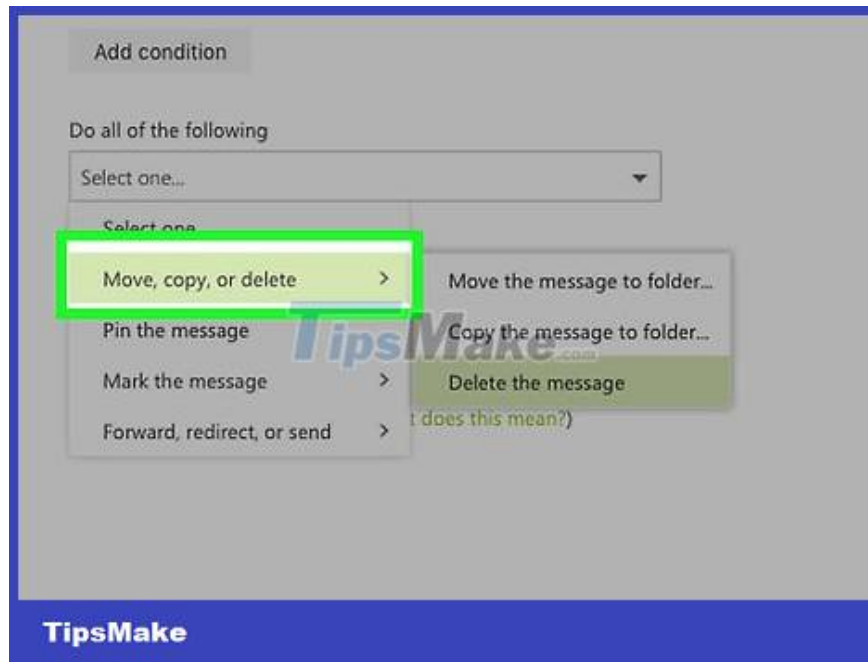
You can add multiple email addresses to this page.



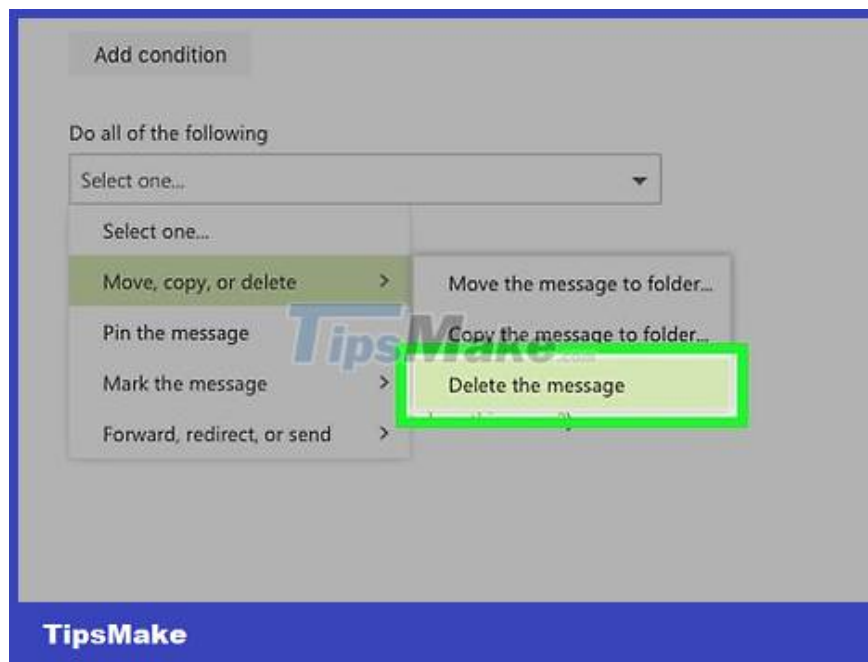
**Click the OK button in the upper left corner of the page.**



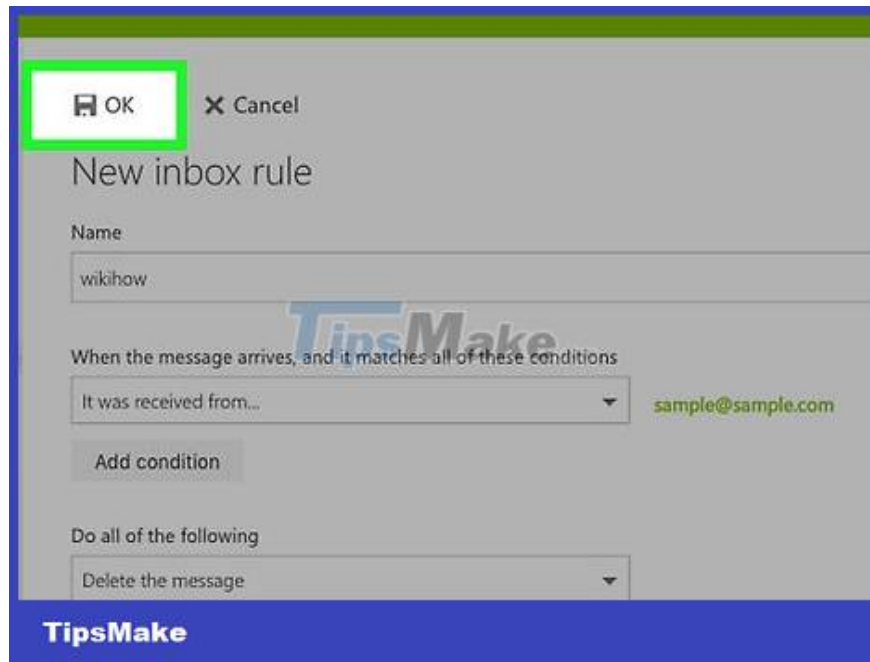
**Click the second "Select one" box.** This box is below the "Do all of the following" heading near the middle of the page.



**Select Move, copy, or delete** . This option is at the top of the drop-down menu.



**Click Delete the message** . This option is at the bottom of the pop-up menu. Associating the "Delete" command with the email address you added earlier will move all incoming messages from the recipients in the list to the trash.



**Click the OK button in the upper left corner of the page.** You will no longer receive emails from selected people.

### **Block all unknown emails**

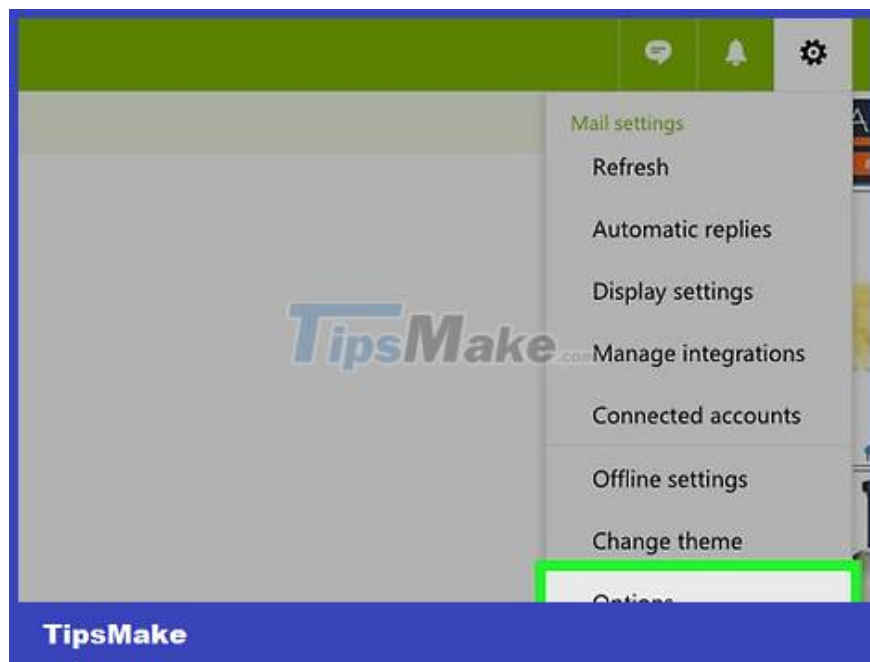


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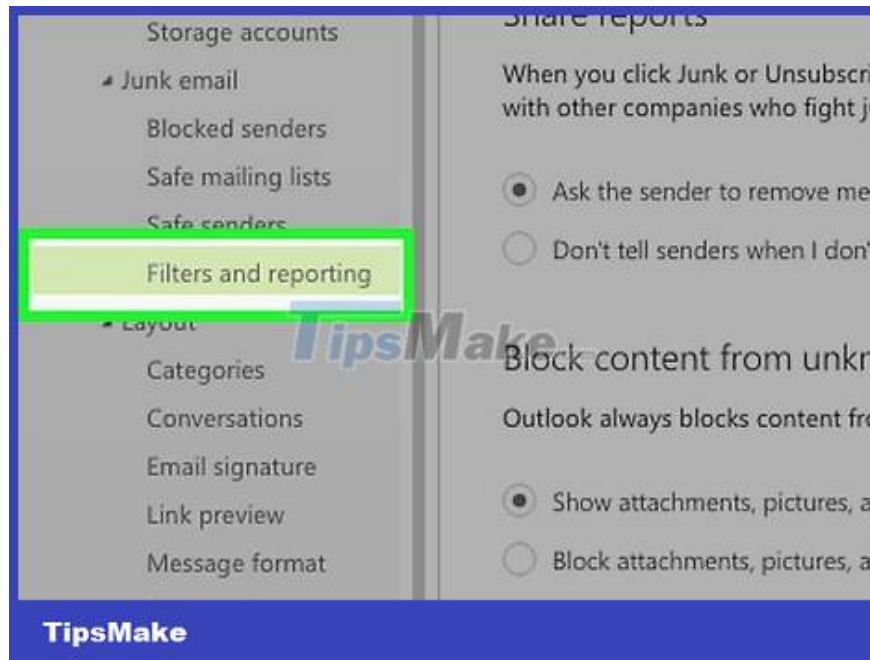
If you're not signed in, click **Sign in** , enter your email address (or phone number) and password, then click **Sign in** .



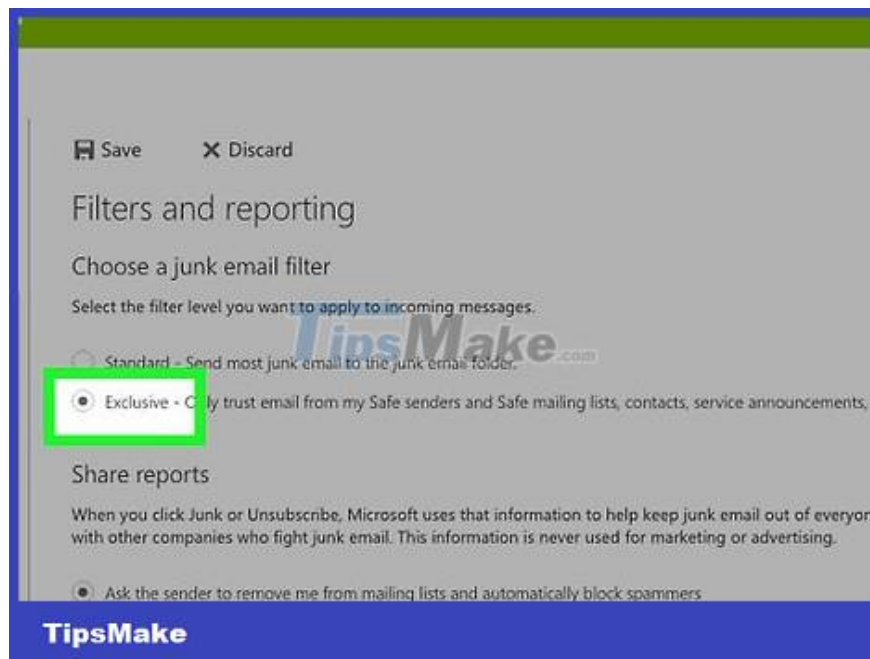
Click the ?? icon in the upper right corner of the Outlook page.



Click **Options** . This item is at the bottom of the drop-down menu below the Settings gear.



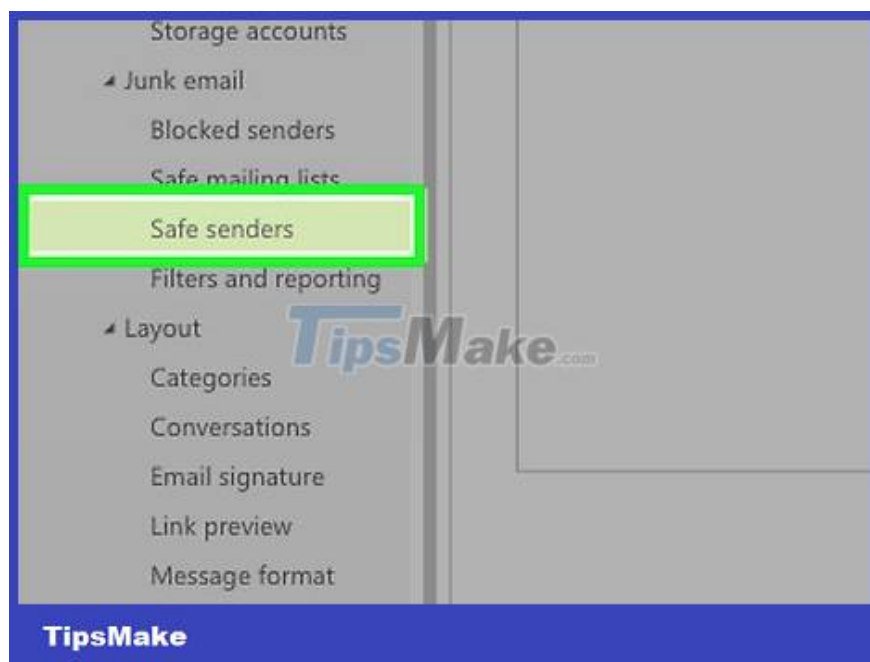
**Click Filters and reporting .** This option is under the "Junk email" heading (a subfolder of the "Mail" category) at the bottom left of the page.



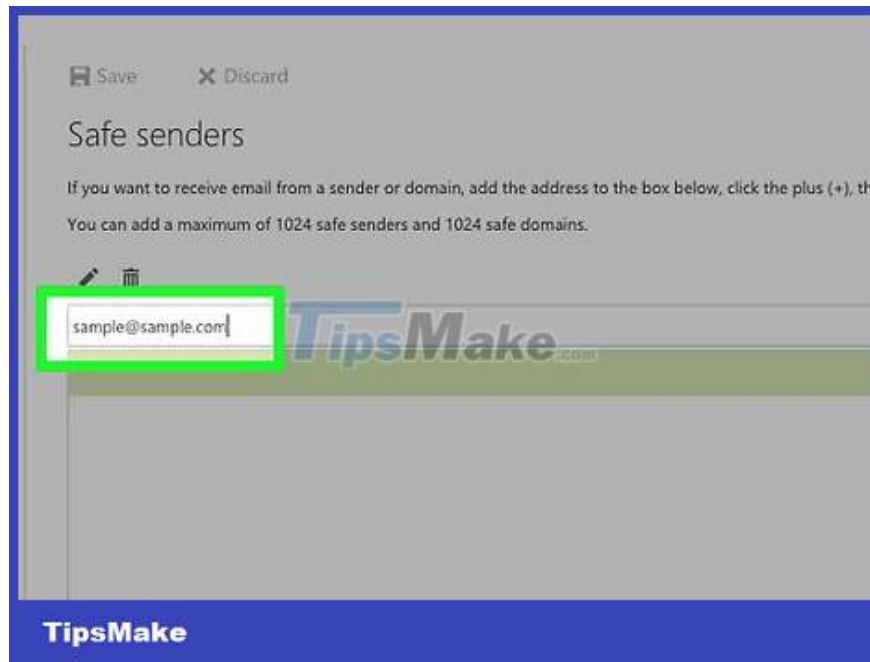
**Click Exclusive .** This option is near the top of the page, below the "Choose a junk email filter" heading. Any email that is not from someone on your "Safe Senders" list will not go to your inbox.



**Click the Save button in the upper left corner of the page.**



**Click Safe senders . This option is located just above the "Filters and reporting" tab on the left side of the page.**

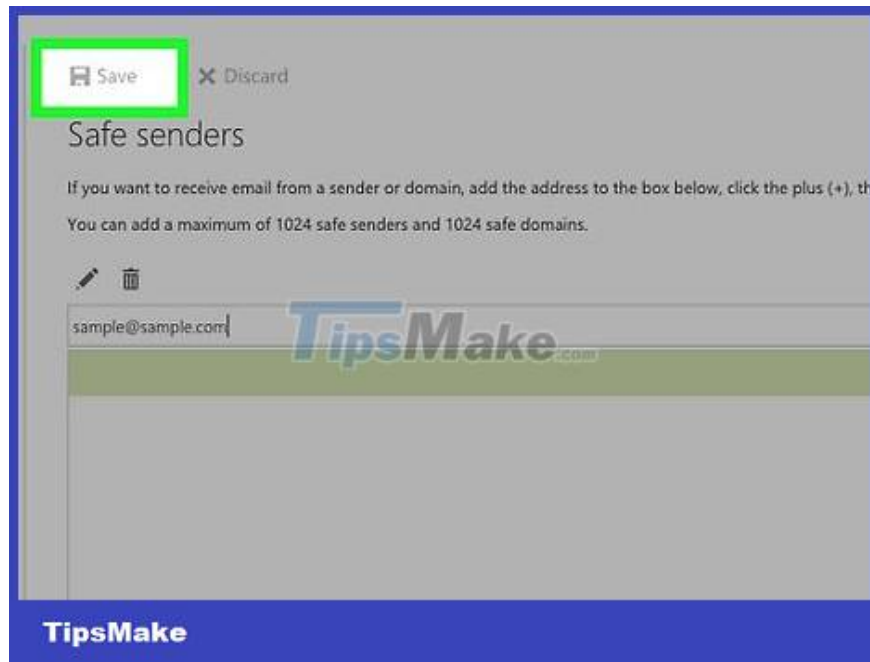


**Enter the email address in the field below the "Safe senders" heading at the top of the page.**



**Click ? Enter to add the email address to the "Safe Senders" list.** Anyone on this list can contact you, and people outside the list will not be able to email you.

This process needs to be repeated for each email you want to allow back and forth.



**Click Save in the upper left corner of the page.** You will now only receive emails from people on your "Safe Senders" list.

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